
Board of Selectmen
Regular Meeting Minutes of November 3, 2014

I. Call to Order

Chairman Kowalski reconvened the Regular Meeting of the Board of Selectmen to order at 7:21 P.M. in the Board of Selectmen's Meeting Room in the Town Offices. Present from the Board of Selectmen: Paul Salafia-Y, Brian Major-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y. Also present: Town Manager Buzz Stapczynski. The meeting was duly posted and cablecast live. Alex Vispoli arrived after the meeting opened.

II. Executive Session

At 6:00 P.M. on a motion by Brian Major and seconded by Paul Salafia, the Board of Selectmen moved into Executive Session for consultation with Town Counsel for confidential legal advice and to discuss the purchase, exchange, lease or value of real property, and to discuss litigation strategy regarding a potential litigation matter. Roll call: P. Salafia-Y, B. Major-Y, M. O'Donoghue-Y, and D. Kowalski-Y. At 7:16 P.M. on a motion by Brian Major and seconded by Mary O'Donoghue, the Board moved to adjourn from Executive Session and move to Open Session, not to return to Executive Session. Roll call: P. Salafia-Y, B. Major-Y, M. O'Donoghue-Y, and D. Kowalski-Y.

III. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

Chairman Kowalski led the meeting in a Moment of Silence and Pledge of Allegiance.

IV. Communications/Announcements/Liaison Reports

The Town Manager made the following announcements:

~Town Clerk Larry Murphy and his staff are preparing the polling sites tonight for tomorrow's State Election. Precincts 1, 7, 7A, and 8 will vote at the Center at Punchard, with all other Precincts voting at the Collins Field House at AHS. Polls will open at 7:00 A.M. closing at 8:00 P.M.

~Veterans Day Ceremonies will be held on Tuesday, November 11th starting at 10:00 A.M. at West Parish Cemetery followed by ceremonies at Spring Grove Cemetery at 11:00 A.M. and Ballardvale Green at 12:00 P.M.

~The Capital Improvement Projects (CIP) for 2016-2020 can be found on-line at www.Andoverma.gov. The image on the cover of the book is of the Cormier Youth Center currently under construction.

~Andover is receiving a \$38,000 rebate from National Grid for the Energy Savings Program the Water Treatment Plant participated in.

Mary O'Donoghue reported that the OPEB Presentation, which was to be presented at the October 22nd Triboard Meeting, is being rescheduled to later this month and the date will be posted on the Town's website. The October meeting was cut-short due to the loss of electricity from a storm.

Paul Salafia attended the Service Club's Annual Gala this past weekend at which Dr. Larry Larsen was recognized for his years of commitment to the Andover Community and presented with the Service Club's Make A Difference Award.

Mr. Salafia said that he and the Town Manager will be speaking with representatives from Merrimack College next week as they continue discussions with non-profit institutions in Andover for the Pilot Program in Lieu of Taxes Program.

Dan Kowalski attended the Andover Youth Services/Choral Society Trivia Night held at the Town House on Saturday. Twenty-three teams participated in the event; it was a fun night raising money for a good cause.

Chairman Kowalski encouraged the Board to highlight issues they would like to see on upcoming agendas. Upcoming agenda items include the Minute Meeting Policy, Board of Selectmen's Policy Book updates, the Town Manager's annual performance assessment and contract, which expires on June 30, 2015. Mr. Kowalski will be meeting with the Town Manager to begin these discussions. It was pointed out that the statement by the *Andover Townsman* that the Board's ability to vote on Town Manager's contract is incorrect. The Board of Selectmen does have the ability to vote to contract again with the Town Manager or not.

Paul Salafia announced that the Meeting Room at the Town House will be dedicated to James Doherty at noontime on Saturday, November 22, 2014. A plaque dedicating the Meeting Room to the late Mr. Doherty, who was the Town Moderator for many, many years, will be presented at that time and everyone is invited to attend.

V. Citizens Petitions and Presentations

Robin Grant, Porter Road respectfully asked that the Board reconsider their decision to shut off street lights and she said the Town would be liable for any problem encountered on the non-lit street now that a complaint has been made. Chairman Kowalski asked the Town Manager to have the Safety Officer evaluate the request. The Town Manager said Andover has not had street lights on cul-de-sacs since the 1970's and the lighting was reduced across Town several years ago to economize but not after safety checks were first conducted. Chairman Kowalski asked to have the item put on a future agenda to see if the variables have changed and if they need to look at their previous decision. He asked the Town Manager to provide the cost proposal to turn the lights back.

Joe Albuquerque, 197 Greenwood Road asked for a status on the Ledge Road Landfill; the Town website doesn't provide a link, update, or timetable. He also asked about the public process, the Town's intention to cap is, how the property will be used post-capping, and when the next meeting will be. Chris Cronin said CDM Smith is preparing a current document to post by the first of the year and a draft report is being prepared to

V. Citizens Petitions and Presentations (cont'd)

send to DEP. In response to Mr. Pasquale's (36B Whittier Ct) comment to try other Engineering Companies other than CDM Smith. The Town Manager said CDM Smith has been the consultant on this project for a long time and they will be putting the project out to bid.

VI. Regular Business of the Board

A. Updates

- Merrimack College Dormitory Project- No updates to report.
- Tennessee Gas Pipeline Project- The Open House Meeting with Tennessee Gas will be held on Wednesday, November 12th from 6:00-8:00 P.M. at North Reading High School and on November 13th AVIS is hosting a public meeting at 7:00 P.M. at Wood Hill Middle School.
- Phillips Academy Boathouse – They have until Nov 30th to respond to the RFP and will be scheduling an Executive Session meeting with the Conservation Commission on Monday, November 17th.
- North Reading Intermunicipal Agreement for Water – no agreement has been reached yet but they are continuing discussions.
- 2014 ICMA Conference – The Town Manager provided an overview of the 2014 International City Manager's Association (ICMA) that he recently attended. He attended workshops on demographic and economic trends, strategic thinking analyzing for 'third space/community meeting space for libraries, schools, parks, etc. and shared information and networks with peers on issues and concerns.

Public Comment:

In response to Mr. Pasquale's comment that it looked like the Planning Board gave permission to Merrimack to build the dorms at their meeting, Selectman Salafia said that the Planning Board approved the project with 17 restrictions and the Board of Selectmen voted that the Building Inspector is not allowed to approve any building permits to Merrimack College without the Board of Selectmen's approval.

Jeff Raymond, 18 Fox Hill Road asked about status of the in lieu of taxes pilot program with Merrimack College. The Town Manager said Selectman Salafia and he will be moving forward with discussion on this pilot program.

VI. Regular Business of the Board

B. Town Yard

Municipal Services Director Chris Cronin gave a presentation on the Town Yard beginning with a review of the history to its present state. There have been 39 public and privately sites examined for location of the Town Yard none of which moved forward in the process and the Town has continued to put money into the existing Yard to keep it operational. They are now looking at a distributive approach but there are two areas of concern; the fuel depot and off-season storage. Moving the 24 hour fuel depot off-site would be challenging for town vehicles especially fire trucks since they need a

B. Town Yard (cont'd)

large turning radius. They could keep a diesel fuel depot at the Central Station location for vehicles (fire trucks) that use diesel and have another off-site location for vehicles using regular fuel. Various options for off-site seasonal storage were discussed. Alternative 3A is to re-build on the existing site with 10,000 sq. ft. of off-site seasonal storage at a cost of \$15,415 and Alternative 4A at a cost of \$16,010 would rebuild at Lewis Street with the purchase of available parcels. An RFP for 3.5 acre sites will be put out for variable components of the Town Yard and they will assemble a list of all 3.5 acre sites town-owned and include the pros and cons and identify all 10,000 sq. ft. seasonal areas to determine if there are any 3-4 acre sites that could be used for the main facility and identify privately owned sites of 3.5 to 7 acres that could be just the main facility or the entire Town Yard.

Brian Major motioned that the Board of Selectmen direct the Town Manager and Municipal Maintenance Director to identify 1-2 acre parcels, and 3-5 plus Town parcels and provide information on each and that they assemble a Request for Purchase (RFP) for 3-5+ acre parcels for available space for a wholly enclosed approach. The motion was seconded by Paul Salafia and voted 3-2 to approve. Alex Vispoli and Mary O'Donoghue were opposed.

Public Comment:

Bob Landry, 3 Seminole Circle, said it is not clear what the goal is; is it the least cost option or the least cost option of moving the Town Yard. Mary Carbone, 3 Cyr Circle, said the zoning issues were not approved at Town Meeting and they should keep the Town Yard where it is which is what the residents want.

C. Unified Communication Infrastructure

CIO Paul Puzzanghera updated the Board on the Unified Communication Infrastructure of replacing the existing telephone system and the transition to a new website. They are replacing it with an internal system with a CISCO based Service System to manage communications. Calls will be on a fiber optic network and treated as data. All calls will be routed within our network, owned and treated by us; a 50% cost reduction in payments to Verizon will be realized with this change. Productivity will be increased, communication unified, and all mobile devices integrated. Next steps include completing and implementing the Emergency 911 setup, rolling out handsets, with mobile access completed in January 2015.

There are challenges to the existing town website which have been maintained by town departments; there is no mobile capacity and the focus is on municipal service, not structure. The plan is to submit requests for suggestions, hold public forums, and vet the ideas with the IT Committee, connect with students, and then submit requests for bids for a launch site.

D. Framework for Evaluating the Town Manager

The Board discussed the framework for the Town Manager's evaluation process. Chairman Kowalski has held discussions with the Town Manager on goals and objectives and suggests the Board submit eight key criteria to evaluate the Town Manager. The Board will individually evaluate and share their findings electronically, the Town Manager will provide a self-assessment, and they will determine the rating system, and plan for a discussion at the next Board meeting.

E. Annual Town Meeting and Town Election Calendar

Selectman Major motioned to approve the proposed 2015 Annual Town Meeting and Town Election Calendar as presented by the Town Clerk. The warrant will open today and close on Friday, January 30, 2015. The motion was seconded by Selectman Salafia and voted 5-0 to approve.

F. Disposal of Surplus Property

On a motion by Selectman Major and seconded by Selectman Vispoli, the Board voted 5-0 to dispose surplus property (outdated textbooks – Andover High School, Bancroft School, Doherty Middle School and West Middle School) as requested by Paul Szymanski, Assistant Superintendent for Finance and Administration.

G. Old Town Hall Project

The Board discussed the Old Town Hall Project to which it was noted that only one construction company responded to the bid that went out. The Board requested information on the overall cost of the project and the process followed. They want to know why the Board was not notified, why it was not in the CIP process, and why it did not go before Design Review Board's Process of Submission. A break-down of inside and outside costs was also requested.

VII. All Other Business – None

VIII. Consent Agenda

A. Appointments and Re-appointments

On a motion by Selectman Major and seconded by Selectman Vispoli, the Board voted 5-0 that the following appointments by the Town Manager be approved:

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>FIRE DEPARTMENT</u>			
Brian P. DeCourcy	Firefighter	F726-1/\$49,519	11/10/14
	(v. K. Murphy)		
Christine Wright	Firefighter	F726-1/\$49,519	11/10/14
	(T. Agnew)		
<u>COMMUNITY SERVICES</u>			
Jennifer Lawlor	Office Assistant I	IE10-3/\$39,675 – eff.	11/10/14
	(v. M. Batcheller)		

IX. Approval of Minutes from Previous Meetings

On a motion by Selectman Major and seconded by Selectman Vispoli, the Board voted 5-0 to approve the Regular Meeting Minutes of October 20, 2014 as presented.

X. Adjournment

At 10:23 P.M. on a motion by Selectman Vispoli and seconded by Selectman Salafia, the Board voted 5-0 to adjourn the meeting of November 3, 2014.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: Annual Town Meeting and Town Election Calendar
Performance Evaluation System User Guide
Annual Performance Review - Evaluation Form 2
Letter from Town Counsel Tom Urbelis re: Phillips Academy Boathouse
Minutes of Regular Meeting of Board of Selectmen – October 20, 2014
Town Yard Presentation